

CLASS TITLE: LIBRARY PROGRAM MANAGER II

Class Code: 02590800

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, coordinating and managing a statewide comprehensive program involving library, information resource management and consultant services; to be responsible for planning, organizing, coordinating and directing the work of subordinate staff engaged in providing delivery, telecommunications and computer services through a statewide network; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Chief Information Officer with wide latitude for the exercise of independent judgement and initiative; work is subject to review for results obtained.

SUPERVISION EXERCISED: Plans, directs and evaluates the work of professional, technical and support personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, coordinating and managing a statewide comprehensive program, involving library, information resource management and consultant services.

To be responsible for planning, organizing, coordinating and directing the work of subordinate staff engaged in providing delivery, telecommunications and computer services to network users, other agencies and the public.

To assist the Chief Information Officer in the formulation of office policies and procedures.

To coordinate the activities of the office in planning and evaluating library information resource management and consultant services.

To conduct analyses of proposed legislation relating to library service and information management.

To serve as an advisor to libraries, community organizations, governmental agencies and the public regarding program activities.

To be responsible for the distribution of state and federal grant monies.

To assist in the preparation and presentation of the agency's budget.

To represent the Chief Information Officer in his/her absence.

To prepare federal and state reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of library science; a thorough knowledge of library, information resource management, and consultant services through a statewide network; the ability to plan, organize, coordinate and direct the work of a staff of professional, technical and support personnel; the ability to conduct analyses of programs, develop projects and resolve problems; the ability to effectively present oral and written reports; the ability to maintain effective working relationships with staff, trustees, other governmental agencies and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Library Science from a graduate Library school accredited by the American Library Association; additional course work in business administration, public administration or a closely related field; and

Experience: Such as may have been gained through: employment in a position involving considerable administrative experience in the provision of library services in a governmental, educational, public or private library setting.

Class Created: February 16, 1997

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